



Now Accepting Applications for Shop 9

Proposals are now being accepted for rental of retail shop space #9 at the Lynchburg Community Market. The Community Market Handbook and application form can be found on-line at : www.lynchburgcommunitymarket.com or can be picked up in person at the Lynchburg Community Market office (1219 Main Street) or you may phone the market office at (434) 455-4485 to request a form be mailed to you. The Lynchburg Community Market, owned and operated by the City of Lynchburg, is a five-day a week market that features locally grown produce, home-made food products, boutiques, crafts, art and locally owned restaurants. Potential applicants are encouraged to review the Community Market Handbook prior to applying for a space at the market. Shop #9 is approx 421 sq ft. The awarded proposals are for a one-year lease. The space is being offered at \$9/sf without commercial appliances and \$11/sf with commercial appliances. Applicants interested in the space at \$11/sf using city owned equipment will do so with the agreement that the vendor would be responsible for repair or replacement necessary at their cost. A pre-bid tour of the space will occur on Wednesday, November 20 at 3pm. **To be considered, proposals must be postmarked by December 6, 2013. Proposals must be mailed to Lynchburg Parks and Recreation, Attn: Community Market Shops, 2704 Concord Turnpike 24504.** Questions may be directed to Jennifer Kennedy at (434)455-4485 or by email at Jennifer.kennedy@lynchburgva.gov.



The City of Lynchburg, Virginia

301 GROVE STREET, LYNCHBURG, VA 24501 (434) 455-5858
FAX (434) 528-2794

PARKS AND RECREATION
DEPARTMENT

ATTACHMENT 3
Lynchburg Community Market
Permanent Shop/ Mini- Restaurant Application
Shop _____

The City of Lynchburg reserves the right to reopen the application process if no vendors are found that meet our needed requirements.

Applicant Information

Date: _____

Business Name: _____

Owner(s) Name: _____

Business Mailing Address: _____

Owner daytime phone number: _____

Proposal

If this business is now in operation, please describe the business (include years in operation and current location): _____

Please describe your business proposal for the Lynchburg Community Market, include a general description of your product(s), your target market, how your business compliments the market mix, etc: _____

Please provide details of your operations plan, include hours of operation, staffing commitment, and any logistical needs that City staff should be aware of i.e. shipping, storage requirements, etc: _____

Please provide a brief background of owner(s), include management experience and experience in product line of proposed business:

Please provide timeline, include estimate of time needed to renovate Market space, date shop would open: _____

Provide, as an attachment, a sketch of the layout of the space. Please describe the improvements that you will make to the space and will fund:

Please describe the improvements needed to the space that you are requesting for the City to fund:

Please describe any special requirements that are needed for your business, such as a ventilation system for cooking, electrical services, etc.

I have read and understand the Lynchburg Community Market Lease Agreement and Community Market Handbook and agree to abide by all rules and policies of the Community Market and lease agreement. I certify that all of the information contained in this application is true and correct and that supplying false or misleading information is grounds for the termination of the applicant's lease.

Owner name

Owner name

Owner signature

Owner signature

Date

Date